



September 4, 2007

JOB OPPORTUNITY

If you are seeking a challenging position, we have the ideal job for you.

CLASSIFICATION: *SENIOR PERSONNEL SPECIALIST*

TENURE/TIME BASE: *PERMANENT FULL TIME/ PART TIME*

BUREAU: *ADMINISTRATIVE SERVICES*

MONTHLY SALARY: *\$3658-\$4446*

SUMMARY: Under the general supervision of the Human Resources Manager, incumbent has full responsibility for position control, non-industrial disability and worker's compensation for California State Library employees, and payroll/personnel transactions for the Administration Services Bureau, Executive Branch and Information Technology Bureau. Incumbent performs at the highest level of independence and autonomy providing direction to the Personnel Specialist.

DUTIES:

- Prepare forms to establish/change/abolish positions, headers, and 625s.
- Review and resolve periodic position control issues.
- Maintain and update position card roster.
- Prepare vacancy report for Admin Counsel.
- Prepare personnel and payroll transactions for all workers compensation cases.
- Coordinate with SCIF and personnel analyst.
- Prepare and process personnel, payroll, and employee benefit transaction for assigned units.
- Advise employees and consult with supervisors and managers regarding personnel/payroll issues and alternative solutions.
- Maintain employee personnel files, and employment and payroll records.
- Update manuals on a flow-basis.
- Prepares correspondence and instructions to employees regarding personnel matters.

DESIRABLE QUALIFICATIONS:

- Ability to operate keyboard/terminals.
- Ability to communicate orally.
- Write and speak effectively.
- Read and follow oral and written instructions.
- Modern office methods and procedures, supplies and equipment such as computer terminals and program calculators.
- Thorough detailed knowledge of laws, rule, regulations and contract language pertaining to personnel, payroll and certification processes.
- Good research skills.
- Evaluate situations accurately and take effective action.
- Use tact and good judgment in dealing with the public/employees.

APPLICATION PROCESS:

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library, Human Resources Services, Room 215, P.O. Box 942837, Sacramento, CA 94237-0001. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until the position is filled. ALL APPOINTMENTS SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. Applications will be screened and only the most qualified candidates will be interviewed.**

EQUAL OPPORTUNITY EMPLOYER